



REQUEST FOR INFORMATION FROM COMMISSION FILES

The Commission's records are now stored on a computer. Prior to April 1, 1989, records were stored on microfilm. Once a file is established, each credential holder's name, social security number, address, telephone number, fingerprint clearance status, academic background, the credentials he or she has held, including all requirements for renewal, and whether any action has been taken to revoke or suspend a credential is retained.

We cannot provide you with a copy of transcripts, letters verifying experience, or examination score reports. The only information from a file that is available to the public concerns the credentials an individual holds and his or her last business address.

If you would like to have information from either our computer records or our microfilmed records, please complete this request form and mail it to the above address. Attach a personal check or money order for \$5.00 to cover the cost of a file search.

First

Middle

Last

(all former last names)

Social Security No: _____

Date of Birth: _____

Current Mailing Address: _____

Telephone Number: _____

Material needed (please be specific):

Signature: _____

► **NOTE:** Some employing agencies do not accept photocopies of credentials as legal documents and may want you to get a duplicate document before registering it for employment. Please check with your employer before you request a photocopy. Photocopies generally require three to four weeks for processing; a duplicate document takes the normal application processing time.